



# ICT COLLABORATIVE TOOLS: PROJECT MANAGEMENT IN SCHOOLS



learningtogether

*Constantly learning,  
constantly evolving.*



**OID: E10201112**

Advanced Institute for Skills Development



# COURSE DESCRIPTION

Nowadays, there is an increasing need for digital skills to work in a network and/or team, on reports, jobs or various projects, with people in close proximity or even anywhere in the world, and it is becoming increasingly common for classic tools such as email and others to become obsolete.

Being able to exchange impressions and mature and make intra-team decisions on the spot, define objectives, timings, priorities and manage tasks, build contributions in real time, forms a core of essential and structuring skills in the production of work essential to the development of the education system and of all contexts in which it is necessary to improve the efficiency of teamwork. This course is designed for trainers, school teachers, educators, or social workers from educational institutions or other organizations (such as NGOs or associations) who wish to learn about and put new digital tools to use in order to become better project administrators!

Participants will discover simple free-to-use apps (such as Trello or Asana) to manage a project's timeline, assign tasks, and coordinate others' work. They will learn how to manage documents and online drives for cataloguing a project's documents.

For example, they will discover how to share whiteboards, mind maps, and polls in online events to brainstorm ideas and collect feedback.

By the end of the project, participants will gain practical expertise with many apps and programs that will simplify and make more effective their work as project managers. They will feel more competent in employing the most appropriate digital tools in every phase of a project's life.



# COURSE INFORMATION

## Course Objectives

The course aims to provide participants with integrated competences with a view to increasing the efficiency and quality of collaborative work, intra and extra teams, enhancing the organisation of the team in tasks, the sharing of "insights" in project, documents and various media creation, as well as the momentary co-creation of contents, discussion of perspectives in the joint production in text or other media for reports, projects, etc.

In addition, graduates will become acquainted with the numerous technological resources that are accessible to them and their colleagues and/or students.

## Learning Outcomes

- Manage projects using apps that are specifically built for that purpose
- Use free CRM tools for task management and allocation of responsibilities
- Use CRM functions for time management, task planning and control
- Integrate diverse applications and "plug-ins" in collaborative work tools
- Knowing how to connect and interact with a team in the main collaborative work tools
- Use free collaborative writing, calculation, reporting and presentation applications and video-call embedded tools
- Engaging in productive online conferences
- Create online survey forms to gather feedback
- Knowing the ethics of digital communication, in collaborative work
- Learning the fundamental collaborative work pillars to disseminate them in their community
- Evaluate digital technologies to support teaching and promote learning
- Enhance communicative competencies in English
- Share experiences and ideas with their peers



# COURSE INFORMATION

**Duration:** 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

**Location:** Porto, Portugal

**Language:** English

**Certification:** Certificate of Attendance, including a description of the learning outcomes from the previous page; Europass validation

**Price:** 480€ (course fee + administration costs)  
Prices according to the new Erasmus+ 2021-2027 program\*

\*(Our courses are eligible to be completely funded by the Erasmus+ KA1 funds and several other programs)

***See more information (e.g. price description, included activities) [here](#).***

# DAILY PROGRAM\*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

## DAY 1 / 18h30

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

## DAY 2 / 8h30-13h30

- What is Collaborative Work? – its preparation, increase in creativity and brainstorming/insights
- Project management: requirements and difficulties
- Apps for project management: a review
- Establishing a project's schedule
- Tasks and partnerships
- Managing disks and internet documents
- The digital space and cloud systems
- Well-known and free "cloud systems" and collaborative work apps

## DAY 3 / 8h30-13h30

- Creating and editing written documents in the Cloud
- Practical cases, collaborative online writing exercises
- CRM Project and Task Management Tools in collaborative work
- General definition and creation of a Project
- Tables of responsibilities, tasks, timings, priorities, status and others
- GANNT charts, dependent and independent tasks
- "Tableau de bord"
- Importing and exporting data
- Group Work

## DAY 4 / 8h30-13h30

- Platforms for web conferences: advantages and disadvantages of the options accessible
- Holding an online conference
- Arranging a video conference with Doodles
- Collaborative work – on documents and embedded video calls
- Screen sharing and pre-procedures
- Public and private settings

## DAY 5 / 8h30-13h30

- Tools for in-person and online brainstorming
- A mind map
- Creation of quick forms and surveys
- Obtaining feedback through online surveys & forms
- Tools for Online Assessment
- Ethics in collaborative work

## DAY 6 / 8h30-13h30 *Final Day*

- Presentation of participants' learning portfolios
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

\*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.






# TRUSTED BY EDUCATORS ALL AROUND EUROPE

Learning Together believes that well-trained teachers are more motivated & better able to successfully perform and achieve organizational goals! We believe that all organizations' core are its **people**, therefore we organise development courses for education professionals who want to enhance & acquire new competencies related to their work practice. That way, participants can better teach the people of tomorrow, **while absorbing new cultures and meeting people all around Europe!**

## LET'S LEARN TOGETHER!

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start your journey with us!**

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